

# Temporary Food Service at Community Events

Licensing and Registration Requirements

Contact the Lake County Environmental Health Department if you have any questions:

# Lake County Environmental Health

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# Overview

- **Background information**
- **What is the concern?**
  - *Are food service workers getting the necessary tools to keep the public safe?*
- **Registration requirements**
  - *When is no license or registration required?*
  - *When is a license required?*
  - *When is registration required?*

# Background

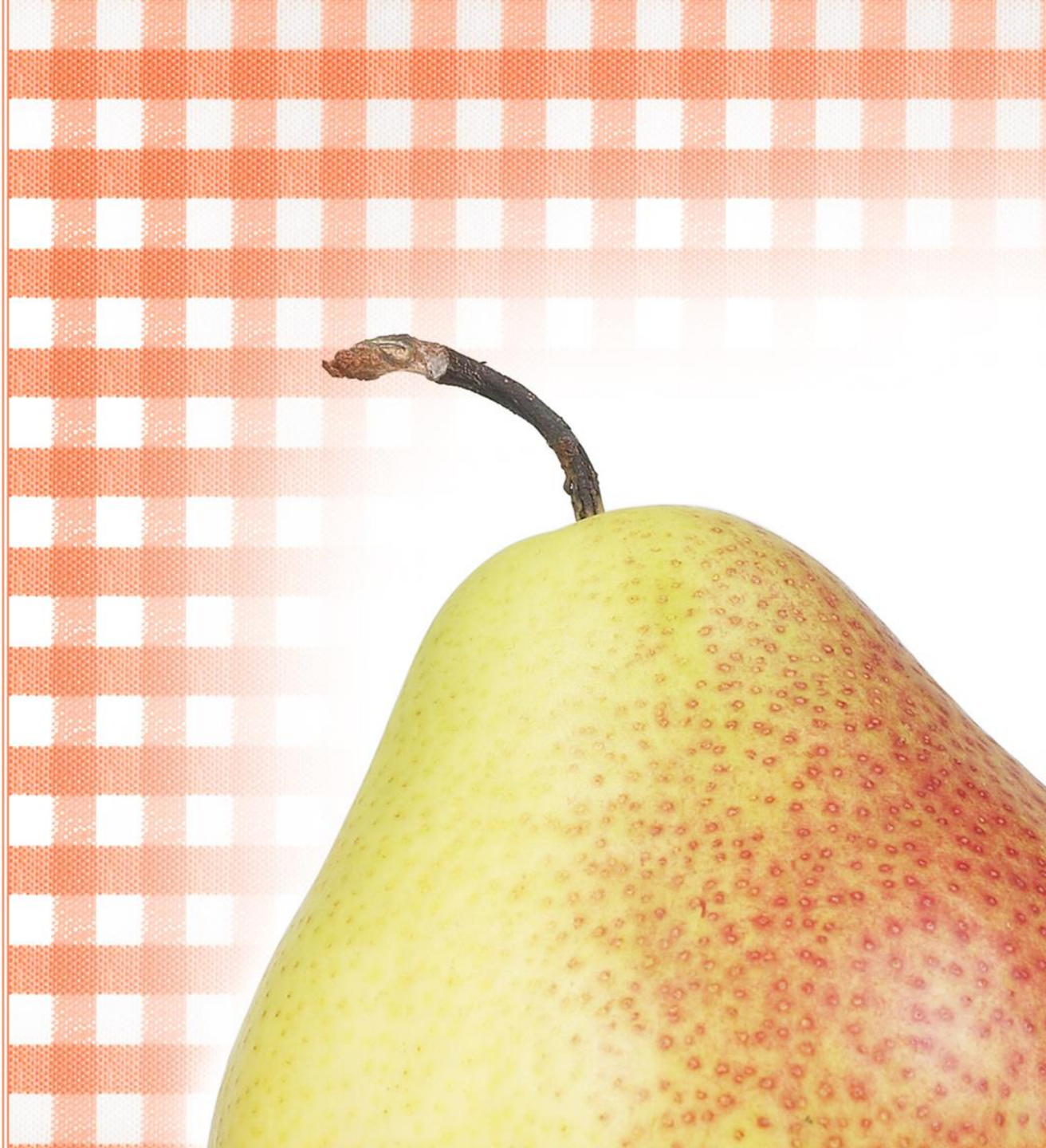
- The Centers for Disease Control and Prevention estimates that every year, foodborne diseases are responsible for:
  - 1 in 6 Americans getting sick
  - 128,000 hospitalizations
  - 3,000 deaths
- Community events can provide great food experiences; however, these types of events have been implicated in foodborne outbreaks worldwide.
- Food service operations at community events can place populations at risk for foodborne illness.
  - Food operations are often at temporary sites which makes food preparation, storage, and transport problematic.

# What is the concern?

*Are food service workers getting the necessary tools to keep the public safe?*

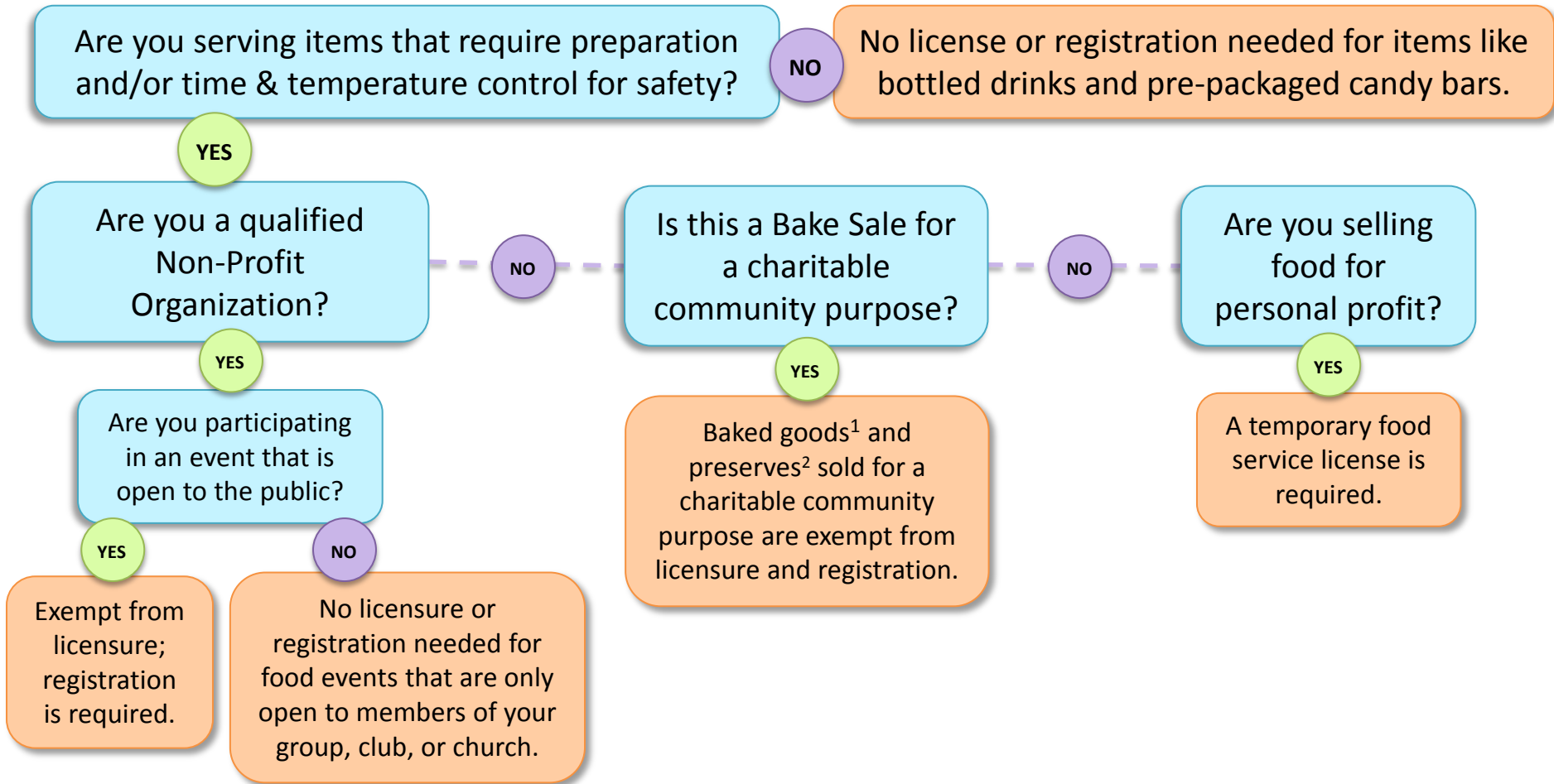
- State regulations have specific registration requirements for temporary events.
  - Applying these requirements to specific food service plans may be unclear.
- We want to help you be prepared.
  - Temporary Food Service Plan Review Forms must be submitted to Lake County Environmental Health (LCEH) for review and approval **at least two weeks prior to the event.**
- Many food vendors are not contacting this department.
  - With registration, we provide food safety guidelines the applicants are required to review and follow to keep the public safe.
- People who *are* registering are doing so last minute.
  - Of the temporary food licenses LCEH issued during the 2013 season:
    - 58% applied less than two weeks before the event.
    - 42% waited until the week of the event.
    - 25% waited until the day before the event.
  - Many food safety requirements involve forethought and pre-planning, such as those for temperature control and booth setup.

# Registration Requirements



# What are the license or registration requirements for Temporary Food Events?

Use the following chart to help determine what will be required of you or your organization as you participate in the food event(s). This is meant as a general guideline; contact Lake Co. Environmental Health for additional guidance (883-7236).



<sup>1</sup> "Baked goods" as defined in M.C.A. 50-50-102(1).

<sup>2</sup> "Preserves" as defined in M.C.A. 50-50-102(15).

# When do I need to be Licensed or Registered?

Examples

## No License or Registration Required

Selling candy bars and bottled drinks

Selling whole produce

Bake Sales for a charitable community purpose

Event only open to members of your organization

## License Required

Permanent Establishments

Mobile Food Service Unit

Operating a booth at a temporary event for profit

Non-profit organizations operating more than 14 days in a calendar year

## Registration Required

Non-profit organizations operating less than 14 days in a calendar year

Non-profit operating a booth at a temporary event

Community dinner open to the public

Benefit dinner

No License or  
Registration  
Required

No License or  
Registration  
Required

# Items with no Time or Temperature Control for Safety

## Examples

Selling Bottled Gatorade at the Triathlon

Selling Candy Bars Door-to-Door

Selling Whole Cherries at the Cherry Festival

Selling whole produce or pre-packaged items that do not require any preparation and/or time or temperature control for safety will not require licensure or registration.

No License or  
Registration  
Required

# Bake Sales

"Baked goods" as defined in M.C.A. 50-50-102(1).

"Preserves" as defined in M.C.A. 50-50-102(15).

Selling baked goods and preserves exclusively for a charitable community purpose does not require licensure or registration. M.C.A. 50-50-202



## Baked Goods Allowed

- ✓ Breads
- ✓ Cakes
- ✓ Cookies
- ✓ Candy
- ✓ Pastries
- ✓ Fruit pies



## Preserves Allowed

- ✓ Fruit or berry jams
- ✓ Jellies
- ✓ Compotes
- ✓ Fruit butters
- ✓ Marmalades
- ✓ Chutneys
- ✓ Fruit aspics
- ✓ Fruit syrups

These items are not allowed unless they are made in a licensed facility:

- ✗ Cream or whipped cream, custard, or meringue fillings or toppings
- ✗ Pumpkin pies
- ✗ Frostings made with uncooked eggs
- ✗ Freezer jams
- ✗ Sugar free preserves
- ✗ Pepper jellies
- ✗ Pickled items
- ✗ Salsas
- ✗ Tomatoes or tomato based products such as BBQ sauce

No License or  
Registration  
Required

# Members Only Events

## Examples

Church dinner for Church members

Women's Club luncheon for Club members

Events that are serving food only to members of the organization are exempt from licensure and registration.

License  
Required

# Food Service Establishments

## Examples

Mobile food trucks

School concession stands

Private organization routinely serving the public

Operations that serve foods over a period of time longer than 14 consecutive days in a calendar year are required to obtain annual licensure.

License  
Required

# Licensed Temporary Food Service

## Examples

Indian Taco tent at the Rodeo

Selling Cotton Candy at the Fair

Selling Pies for profit at the Huckleberry Festival

If you would like to sell food at an event(s) for personal profit, a Temporary Food Service license is required.

Food must be made on-site or in an approved/licensed facility if it is offered to the public.

Non-profit organizations operating for more than 14 days in a calendar year will need to be licensed.

# Steps for getting Licensed for Temporary Food Service

## Plan Review

- ▶ At least two weeks prior to the event, submit a temporary food service application to LCEH for plan review. Applications are available through our office or [website](#). The form will be reviewed by a Registered Sanitarian.

## Apply for License

- ▶ If your Plan is approved, you will be given a Retail Food Service License Application. Submit the application and fee to LCEH, who will provide you with a temporary license. The Dept. of Public Health and Human Services will process the application.

## Comply with Food Safety Rules

- ▶ You will be given Food Safety Guidelines outlining important conditions specific to your menu. You must review and follow these guidelines to maintain good public health.

Registration  
Required

Registration  
Required

# Registered Temporary Food Service

## Examples

Hamburgers sold to benefit the Chamber of Commerce

Spaghetti benefit dinner for an ill child

Association hosting a turkey dinner for the community

Under Montana Law: A 501(c)(3) non-profit organization is exempt from licensing provided they operate less than 14 days in any calendar year.

An establishment **exempt from licensure must:**

- a) be operated in compliance with the provisions and rules adopted by the department; and
- b) prior to each operation, *register* with the local environmental health department.

# Steps for getting Registered for Non-profit Temporary Food Service

## Plan Review

- ▶ At least two weeks prior to the event, submit a temporary food service application to LCEH for plan review. Applications are available through our office or [website](#). The form will be reviewed by a Registered Sanitarian.

## Comply with Food Safety Rules

- ▶ If your Plan is approved, you will be given Food Safety Guidelines outlining important conditions specific to your menu. You must review and follow these guidelines to maintain good public health.

## Display Certificate

- ▶ A Certificate will be provided for you to display during the event.

# References

“Estimates of Foodborne Illness in the United States.” *Centers for Disease Control and Prevention*. Division of Foodborne, Waterborne, and Environmental Diseases, 8 Jan 2014. Web. 4 Mar 2014. <<http://www.cdc.gov/foodborneburden/>>.

Folger, Alonzo, et al. “Outbreak of Salmonellosis associated with consumption of pulled pork at a church festival - Hamilton County, Ohio, 2010.” *Morbidity and Mortality Weekly Report (MMWR)*. 62.51 (2014): 104-1047. Web. 21 Feb. 2014. <<http://www.cdc.gov/mmwr/preview/mmwrhtml/mm6251a2.htm>>.

The Food Sanitation Professional Development Group. “Food Safety at Temporary Events.” International Association for Food Protection. Web. 26 Feb 2014. <<http://www.foodprotection.org/files/other-publications/food-safety-temp-events.pdf>>.

